

Document Name:	Board and Committee Expenses		
Document Number:	BOD.04.001.0.23		
Review Period:	<input checked="" type="checkbox"/> 3 years <input type="checkbox"/> 1 year	Manual: Governance Policy Manual	
Classification:	Board of Directors	Section: Financial & Organizational Viability	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

Board members required to travel outside the general Alexandria area on hospital business will be reimbursed for their travel following the submission of a claim for expenses in attending Board-approved meetings and events.

PROCEDURE:

1. Expenses shall be reimbursed consistent with the hospital policy entitled General Expense Policy (CO.02.022.0.11) and Gas/Travel Allowance Policy (CO.02.005.2.14):
 - i. mileage will be reimbursed at a rate consistent with the rate established for staff mileage.
 - ii. Using the most cost-effective form of travel is encouraged. Associated travel costs such as parking and taxi fare will be reimbursed.
 - iii. Reasonable accommodation will be reimbursed.
 - iv. All reasonable and customary meal expenses will be reimbursed. Costs incurred for alcoholic beverages will not be reimbursed. It is the responsibility of the person(s) approving the expenses to determine reasonableness.
 - v. All out of pocket expenses shall be supported by receipts.
 - vi. Registration fees for conferences, workshops and external meetings attended with Board approval will be reimbursed. Even in time-sensitive situations, approval of the Board Chair must be obtained.

2. The Board Chair shall approve board member expenses. The Vice-Chair shall approve the Board Chairs' expenses.

3. Payment of travel allowance will be paid to Board members on a quarterly basis upon submission of an approved *General Expense Statement for Staff and Board of Directors* (51-A-201-XX) approved and signed by the Board Chair.

Effective: Nov 2013	Last review/revision: April 2023	Next review: Apr 2026
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Note: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the Intranet prior to use.

CROSS-REFERENCED POLICIES:

Policy Number	Policy Name
CO.02.022.X.XX	General Expense
CO.02.005.X.XX	Gas/Travel Allowance

ASSOCIATED FORMS:

Form Number	Form Name
51-A-201-XX	General Expense Statement for Staff and Board of Directors